

Job Title:	<b>General Curator</b>
Job Description Number:	<b>1808</b>
Department/Division:	<b>Parks &amp; Recreation/Zoo</b>
Exemption Status:	<b>Exempt</b>
Pay Grade:	<b>110</b>
Immediate Supervisor:	<b>Zoo Administrator</b>
Normal Work Schedule:	<b>8 hours/day; 5 days/week, days vary</b>

**Brief Description of the Job:**

Supervise, assist, and train the zookeeper staff, interns and volunteers in the management and maintenance of a diverse collection of exotic animals in an AZA accredited zoo including best husbandry practices. Ensure staff compliance with applicable policies, procedure rules and regulations. Assist in maintenance and construction projects. Oversee the zoo's enrichment and training programs. Administrate and coordinate the acquisition and disposition of zoo specimens including all necessary permits to legally buy, sell, or trade zoo animals in accordance with State, USDA, and AZA regulations. Participate in applicable AZA related programs and ensure that the zoo maintains at or above levels of expectation required to meet the accreditation requirements. Work as part of the zoo's Animal Management Team making recommendations on best husbandry practices and makes recommendations for the acquisition and disposition of zoo specimens. Plan zookeeper time off and work schedules using Excel spreadsheets. Interview and schedule volunteers and interns. Constantly communicate with all staff, regularly walk through the zoo observe animals, exhibits, landscaping and keepers to ensure that best husbandry practices are being followed. Write animal care Standard Operating Procedures and related programs. Assist zookeeper and maintenance staff in specialized projects such as exhibitory and enrichment devices. Assist zookeeper staff with both routine and non-routine duties such as animal capture and restraint, etc. Communicate with zoos around the country to follow breeding program recommendations including preparing all necessary permits and related paperwork needed to ship animals to and from the collection; research and coordinate animal shipments. Research the natural history of species in the collection. Maintain animal records using the Zoo Information Management System. Assist with special events and with veterinary procedures. Fill in as a Zookeeper when needed. Give behind the scenes tours to special groups. Interact with the public by answering queries from the public or the media. Write articles for newsletters, resolves customer complaints. Interview and recommend candidates for employment. Coordinate emergency drills.

**Essential Functions:**

**Oversee the animal collection (40%):**Plan keeper time off and work schedules on computer. Walk through the zoo several times a day; observe animals, exhibits, grounds and landscaping and keepers performing their duties. Communicate directly with staff. Fill in as a Zookeeper when needed; assist keepers with non-routine tasks such as animal capture and restraint, exhibit furniture, and numerous projects. Train zookeepers in routine and non-routine tasks.

**Schedule, supervise, assist, and train zookeepers (35%):** Communicate with other zoos via email and telephone. Research best husbandry practices. Observe animals, exhibits, and grounds to ensure Zoo, City, USDA, and AZA policies and standards are being met. Communicate with zookeeper staff. Communicate with veterinary staff. Communicate with maintenance staff. Communicate with education staff. Meet with the Animal Management Team. Write/review Animal area SOPs. Review enrichment proposals, plans, and documentation. Review training proposals, plans, and documentation. Review keeper daily reports.

**Interview and schedule volunteers and interns (10%):** Review applications. Interview volunteer/intern applicants. Communicate with HR and City Nurse via email. Schedule and supervise volunteers and interns.

**Assist Zoo Veterinarian (5%):** Coordinate between vet and zookeepers. Facilitate animal capture and transport to the animal clinic. Perform animal capture and restraint for medical procedures.

**Exhibitory (5%):** Harvest/collect, transport and install large branches and tree limbs in animal exhibits. Design, plan, and help in exhibit refurbishments.

**Horticulture (5%):** Use a number of gardening tools to carry out basic maintenance on landscaping throughout the zoo.

Other duties and responsibilities as assigned.

### **Physical Demands**

**Overall Strength Demands:** Very Heavy strength demands include exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

**Physical Demands:** Continuously requires using vision and hearing. Frequently requires standing, fine dexterity, walking, sitting, reaching, handling, and talking. Occasionally requires lifting, carrying, kneeling, crawling, pushing/pulling, climbing, foot controls, balancing, bending, crouching, and twisting.

**Machines, Tools, Equipment, and Work Aids:** Trucks, bobcat, , electric cart, table saw, radial arm saw, band saw, drill press, porta-band, screw gun, hammer, banding machine, chainsaw, trimmers, shovel, pick, saw, loppers, nets, squeeze cage, lawnmower, tiller, pneumatic drill, wrenches, screwdriver, pry bar, pliers, computer, printer, fax, and telephone.

**Computer Equipment and Software:** Word, Excel, Microsoft Office, Internet Explorer, and ARKS.

### **Working Conditions**

**Overall Working Conditions:** Disagreeable: Frequent exposure to unpleasant environmental conditions and/or hazards.

**Environmental Factors:** Monthly exposure to extreme temperatures, wetness and/or humidity, respiratory hazards, noise and vibrations, and physical hazards.

**Health and Safety:** Occasional exposure to mechanical hazards, chemical hazards, communicable diseases, and physical danger or abuse. Rare exposure to electrical hazards, fire hazards, and explosives.

**Primary Work Location:** Outdoors (Zoo grounds).

**Protective Equipment Required:** Eye protection, ear plugs, chainsaw chaps, work gloves, surgical mask, surgical gloves, hard hat, and steel toe boots. Designated PPEs for specific areas and activities within the zoo.

### **Non-Physical Demands**

Frequently requires time pressures, frequent change of tasks, performing multiple tasks simultaneously, and working closely with others as part of a team. Occasionally requires emergency situations, irregular schedule/overtime, tedious or exacting work, and noisy/distracting environment.

### **Job Requirements**

**Formal Education:** Bachelor's degree or equivalent in Biological Sciences or an equivalent is required.

**Experience:** Over four years of experience in a progressively responsible supervisory capacity at an accredited Zoo is required.

**Driver's License Required:** Class D South Carolina Driver's license.

**Certifications and Other Requirements:** None.

### **Job Demands**

**Reading:** Advanced Level: Ability to read, analyze, and interpret general business periodicals, professional journals, technical journals and procedures, financial reports, legal documents, and governmental regulations as well as literature, books, reviews, reports, and abstracts.

**Math:** Intermediate Level: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.

**Writing:** Advanced Level: Ability to write policies, contracts, speeches, formal presentations, and/or technical and legal documents and correspondence.

**Human Collaboration Skills:** Recommendations regarding policy development and implementation are made and/or recommended. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction. Work has a high impact on the organization. External contacts include other zoo professionals, USDA, USDI, and DHEC, vendors, and the general public. Internal contacts include all City departments.

**Management and Supervision:** Work requires supervising and monitoring performance for a regular group of employees including providing input on hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line

supervisor typically performs these functions. Semi-complex scope of supervision. Supervises Zookeepers, and Reptile Curator.

**Technical Skill:** Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. Standard application: Work product primarily affects unit processes.

**Fiscal Responsibility:** Position does research for budget forms and requests, prepares draft documents, and oversees non-discretionary expenditures for a specific program, grant, or project.

### **Freedom to Act and Impact of Action**

Receive General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically. Significant impact of action: Considerable benefits or costs in time, money, or public/employee relations.

### **Disclaimer**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.